



# **JOB OPPORTUNITY**

## **CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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### **INVESTMENT OFFICER III, CalSTRS**

**\$7,794.00 - \$9,294.00**

### **COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH**

### **CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN)**

### **SACRAMENTO**

### **PENDING APPROVAL**

#### **RESPONSIBILITIES:**

The Investment Officer III (IO III) of the California Organized Investment Network (COIN) Program leads California's program to encourage insurance companies to invest in low-to-moderate income and rural communities. Improving the COIN Program is among the Insurance Commissioner's top priorities. The incumbent markets the program to insurance industry executives around the country, and non-profits and Community Development Financial Institutions in California; evaluates the program's operations; and makes recommendations for improving participation in the program. The IO III is responsible for general oversight of the Program's Investment Bulletins, creation and development of new investment products for the insurance industry, outreach efforts to insurers and community development practitioners, and coordination of legislation affecting the program. Additionally, the incumbent makes recommendations to the Insurance Commissioner and Executive Staff regarding appropriate courses of action for the COIN Program. The IO III coordinates and directs the work and activities of COIN program staff and administers the COIN Programs budget.

#### **DESIRABLE QUALIFICATIONS:**

- Ability to exercise sound judgment.
- Ability to travel both in-state and out-of-state.
- Ability to work under tight deadlines in a fast-paced environment.
- Ability to multi-task while remaining efficient.
- Ability to attend and speak at conferences.
- Excellent interpersonal skills and the ability to establish and maintain cooperative working relationships
- Possess excellent verbal and written communication skills
- Possess strong analytical and critical thinking skills
- Proficient with Microsoft Office Products: Word, Excel, Access and PowerPoint

#### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Investment Officer III, CalSTRS level, those within transfer range, or individuals who have list eligibility for Investment Officer III, CalSTRS. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

06/10/14 MR

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#### **DO NOT SUBMIT APPLICATIONS TO CalHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Investment Officer III, CalSTRS PSN # 413-184-7684-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3308 or email – [Malinda.Randolph@insurance.ca.gov](mailto:Malinda.Randolph@insurance.ca.gov).

**FINAL FILING DATE:** June 16, 2014

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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